



Professional Services Schedule (PSS)

GSA Schedule GS-02F-0057X

**Period Covered by Contract:
December 21, 2015 – December 20, 2020**

InTec, LLC
10306 Eaton Place, Suite 520
Fairfax, Virginia 22030
703-255-1524
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www.intecllc.net



CONTRACT NUMBER: GS-02F-0057X
PERIOD COVERED BY CONTRACT: DECEMBER 21, 2015 – DECEMBER 20, 2020
Professional Services Schedule (PSS) Pricelist

Previously Schedule 874 - Mission Oriented Business Integrated Services (MOBIS)

Standard Industrial Class: 8742

FSC Group: 874

NAIC Code: 541611

General Services Administration

Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov>

Contract Period: December 21, 2015 - December 20, 2020

Option Period 2: December 21, 2020 – December 20, 2025 - Unexercised

Option Period 3: December 21, 2025 – December 20, 2030 - Unexercised

InTec, LLC

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InTec Point of Contact:

Patti Jukanovich, Director of Contracts, 703-255-1524, pattijukanovich@intecllc.net

Business Size: Service Disabled Veteran Owned Small Business

<p>Price List Award Effective 12/21/15</p>
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I. CUSTOMER INFORMATION:

- 1a. Awarded Special Item Numbers (SINs)**
874-1 Integrated Consulting Services
874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
874-7 Integrated Business Program Support Services
- 1b. Price list and rates:** See Page 13
- 1c. Labor Category descriptions and qualifications:** All descriptions can be found on pages 7-10.
- 2. Maximum Order:** \$1,000,000.00. Requirements exceeding the maximum order may be handled pursuant to clause I-FSS-125 (August 1995).
- 3. Minimum order:** \$300.00
- 4. Geographic coverage:** Domestic and Overseas
- 5. Point(s) of production:** Same as company address
- 6. Discount from list prices or statement of net price:** All prices herein are net.
- 7. Quantity discounts:** The discount is based on annual sales and the orders' funded value at the time of award.
- Orders – ranging from \$0 to \$1M receive 0% discount
 - Orders – ranging from \$1 to \$4M receive .25% discount
 - Orders – ranging from \$4 to \$10M receive .50% discount
 - Orders – exceeding \$10M receive a .75% discount
- 8. Prompt payment terms:** A prompt payment discount of .25% for payments received 14 days from receipt of invoice or date of acceptance, whichever is later.
- 9a. Government purchase cards at or below the micro-purchase threshold:**
Government commercial credit cards are acceptable for orders below the micro-purchase threshold.
- 9.b Government purchase cards above the micro-purchase threshold:** Accept over \$2,500.
- 10. Foreign items:** None
- 11a. Time of Delivery:** Time of delivery is specified in negotiated delivery/task orders.
- 11b. Expedited Delivery:** Contact Contractor.
- 11c. Overnight and 2-day Delivery:** N/A
- 11d. Urgent Requirements:** N/A. Time of delivery is specified in negotiated delivery/task orders.

12. **F.O.B. Point(s):** Destination
- 13a. **Ordering address(es):** InTec, LLC
10306 Eaton Place, Suite 520
Fairfax, Virginia 22030
703-255-1524 Fax: 703-255-1657
Attention: Patti Jukanovich
Email: pattijukanovich@intecllc.net
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** InTec, LLC
10306 Eaton Place, Suite 520
Fairfax, Virginia 22030
703-255-1524 Fax: 703-255-1657
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government Purchase Card Acceptance:** InTec accepts Government commercial credit cards in accordance with Government commercial credit card program guidelines.
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution Points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **508 Compliance:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information (EIT) at the following website: www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 16-688-6924

26. **Notification regarding registration in the System for Award Management (SAM) database:** InTec is registered in SAM (www.sam.gov).

II. LABOR CATEGORIES

Under SINs 874-1, 874-4, and 874-7, we provide expert advice, assistance, guidance, program management services, program integration, facilitation services, training services, and counseling in support of agencies' PSS efforts. This may include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include, but are not limited to: strategic, business, and action planning; systems alignment; cycle time; process and productivity improvement; organizational assessments; leadership systems; performance measures and indicators; and program audits and evaluations.

We use a systems approach to planning and conducting all service support. Our organizational stability, infrastructure, and superior consulting services bridge the gap to assist customers in planning and progressing toward implementation of critical programs.

1. Earned Value Specialist I

Provide the independent assessment; analysis, presentation, and reporting of earned value management (EVM) data. Participate in Joint Surveillance Reviews (JSRs) and Integrated Baseline Reviews (IBRs). Knowledge of the Office of Management and Budget (OMB) earned value management compliance standards. Experience with process development or budget cost/risk quantification schedule experience desired. Demonstrated analytical skills.

Minimum Education/Experience: Minimum of 7 years experience and Bachelors Degree

2. Functional Specialist I

Possess knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Plans, organizes, directs, and conducts consulting, survey, or training tasks in problem areas of moderate to extensive scope and complexity. Moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments.

Minimum Education/Experience: Minimum of 4 years experience and Bachelors Degree

3. Functional Specialist II

Possess knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges thorough the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy and/or standard methodologies.

Minimum Education/Experience: Minimum of 8 years experience and Bachelors Degree

4. Visual Info Specialist I

Designs and produces graphics and documentation in support of training development, communications or program management project objectives. Provides technical knowledge and expertise on computer graphics, digital photography, videography, flash animations, etc. Provides programming and multimedia support for programs and projects, including creating content in various programming languages. Assists in the implementation of designs in graphic programs/software, troubleshoot graphic system problems, assists and provides quality control on electronic pre-press issues, and assists in the management of the graphics system and file organization.

Minimum Education/Experience Minimum of 4 years experience and Bachelors Degree

5. Analyst I

Possess knowledge of applying analytic methodologies and principles to address client's needs and enable focused decision-making. Provide facilitation decision support services based on analytic methodologies and principles. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal document handling procedures; works with customer counterparts on analysis requirements and reporting. Participates in the planning, organizing, and performance of work associated with one or more subtasks within the relevant subject matter domain of the project and analyst's practice area.

Minimum Education/Experience: Minimum of 1 year experience and Bachelors Degree

6. Analyst II

Possess knowledge of applying analytic methodologies and principles to address client's needs and enable focused decision-making. Provide facilitation decision support services based on applied analytic methodologies and principles. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

Minimum Education/Experience: Minimum of 3 years experience and Bachelors Degree

7. Analyst III

Performs research, search, and retrieval of data in multiple databases with multimedia formats, and generates complex analytical reports for senior management in a variety of formats. Performs with a team or as a sole analyst using systems, queuing, and internal document handling procedures. Works with customer counterparts on analysis requirements and reporting. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. May lead or assist in group briefings and discussions regarding facilitation support for any collaboration efforts.

Minimum Education/Experience: Minimum of 5 years experience and Bachelors Degree

8. Analyst IV

Possesses extensive knowledge and experience developing and applying analytic methodologies and principles. Performs research, search, and retrieval of data in multiple databases with multimedia formats, and generates complex analytical reports for senior management in a variety of formats. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills and the proven ability to work independently or under general direction on the analysis, including experience in database management concepts. May lead or assist in group briefings and discussions regarding facilitation support for any collaboration efforts.

Minimum Education/Experience: Minimum of 8 years experience and Bachelors Degree

9. Source Analyst I

Experience reflecting expert knowledge of how collection systems work and how their capabilities support collection strategies. Sufficient knowledge of a particular field of specialization to work in a broad range of situations. Applies and interprets policies and procedures with supervision. Using accepted methods and techniques, solves well-defined problems assigned by more experienced professionals. Compiles and analyzes data and develops preliminary recommendations for review by more experienced professionals and managers. Contributes data to the preparation of reports and other documents. Working knowledge of the current Microsoft Office suite of tools and Windows NT.

Minimum Education/Experience: Minimum of 6 years experience and Bachelors Degree

10. Source Analyst II

Senior reflecting expert knowledge of how collection systems work and how their capabilities support collection strategies. Sufficient knowledge of a particular field of specialization to work in a broad range of situations. Applies and interprets policies and procedures with supervision. Using accepted methods and techniques, solves well-defined problems assigned by more experienced professionals. Working knowledge of policy and priority management process, the integrated imagery requirements review process, commercial imagery program management, collection tasking and performance analysis, and throughput management. Compiles and analyzes data and develops preliminary recommendations for review by senior managers. Contributes data to the preparation of reports and other documents. Working knowledge of the current Microsoft Office suite of tools and Windows NT.

Minimum Education/Experience: Minimum of 8 years experience and Bachelors Degree

11. Subject Matter Expert I

Plans, organizes, directs, and conducts consulting, survey, or training tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. May require facilitation support between working groups based on findings in order to enable focused decision making. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff. Keeps abreast of new MOBIS-related methodologies, databases, and tools. Makes decisions, which are considered authoritative and which demonstrate mature judgment in anticipating and solving complex problems. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall consulting standards.

Minimum Education/Experience: Minimum of 8 years experience and Bachelors Degree

12. Subject Matter Expert II

Applies advanced concepts, theories, and principles and contributes toward the development of new principles and concepts. Works unusually complex problems with consultative direction rather than formal supervision with the understanding that erroneous decisions normally result in failure to achieve goals critical to major organizational objectives and damage the image of the organization's technological capability. Advise/Lead top management and customers on advanced technical research studies and applications. May require facilitation support between working groups based on findings in order to enable focused decision making.

Minimum Education/Experience: Minimum of 12 years experience and Bachelors Degree

13. Subject Matter Expert III

Mastery of the applicable laws, principles, and practices of a professional field and demonstrated skills and abilities in planning, organizing, and managing. Work requires the development and administration of programs within prescribed policies, based on the appraisal of facts and trends, the evaluation of anticipated results, and their relation to overall organizational objectives. Provides thought leadership. Oversees and provides guidance to project and program directors/managers. Helps to share senior management agenda and may lead or facilitate discussions. Performs high level analysis related to consulting subject areas. May require facilitation support between working groups based on analysis in order to enable focused decision making.

Minimum Education/Experience: Minimum of 14 years experience and Masters Degree

When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in [Table 1: Allowable Education Substitutions for Experience](#). Additional educational achievements in excess of requirements can be substituted for experience requirements as follows:

Required Education	Actual Education Obtained	Years of Experience Credited to the InTec Employee
M.A. / M.S.	Ph.D.	4
B.A. / B.S.	Ph.D.	6
B.A. / B.S.	M.A. / M.S.	2
A.A. / A.S.	B.A. / B.S.	2
H.S. / GED	B.A. / B.S.	4

Table 1: Allowable Education Substitutions for Experience

Use [Table 2: Allowable Experience Substitutions for Education](#) to convert additional experience in excess of requirements into equivalent educational requirements.

Actual Education	Required Education	Years of Experience Needed to meet Educational Requirements
None	H.S. / GED	2
H.S. / GED	Technical Institute / Military Training	2
Relevant Technical or Other Professional Certifications*	B.A. / B.S.	2
H.S. / GED	A.A. / A.S.	2
H.S. / GED	B.A. / B.S.	4
H.S. / GED	M.A. / M.S.	6
A.A. / A.S.	Technical Institute / Military Training	None needed. Consider equal.
A.A. / A.S.	B.A. / B.S.	2
A.A. / A.S.	M.A. / M.S.	4
B.A. / B.S.	M.A. / M.S.	2
<i>* Certifications include, but are not limited to, Microsoft, CICS0, Oracle, Project Management Institute (PMI) and / or other organizations considered relevant to the Labor Category.</i>		

Table 2: Allowable Experience Substitutions for Education

A related certification equals two years of experience.

The minimum education and experience will be met for all positions when the educational equivalencies in the tables above are considered.

III. GSA SCHEDULE PRICE LIST

Option Period 1 : 5 Years		Option Year 5: 12 Months 12/21/15 - 12/20/16		Option Year 6: 12 Months 12/21/16 - 12/20/17		Option Year 7: 12 Months 12/21/17 - 12/20/18		Option Year 8: 12 Months 12/21/18 - 12/20/19		Option Year 9: 12 Months 12/21/19 - 12/20/20	
		Contractor Site	Customer Site	Contractor Site	Customer Site	Contractor Site	Customer Site	Contractor Site	Customer Site	Contractor Site	Customer Site
Labor Category	Applicable SINS										
Earned Value Specialist I	874-1, 874-4, 874-7	\$ 154.34	\$ 128.62	\$ 158.97	\$ 132.47	\$ 163.73	\$ 136.45	\$ 168.65	\$ 140.54	\$ 173.71	\$ 144.76
Functional Specialist I	874-1, 874-4, 874-7	\$ 155.20	\$ 129.34	\$ 159.86	\$ 133.22	\$ 164.65	\$ 137.21	\$ 169.59	\$ 141.33	\$ 174.68	\$ 145.57
Functional Specialist II	874-1, 874-4, 874-7	\$ 168.82	\$ 140.68	\$ 173.88	\$ 144.90	\$ 179.10	\$ 149.24	\$ 184.47	\$ 153.72	\$ 190.01	\$ 158.33
Visual Info Specialist	874-1, 874-4, 874-7	\$ 123.24	\$ 102.70	\$ 126.94	\$ 105.78	\$ 130.74	\$ 108.96	\$ 134.67	\$ 112.22	\$ 138.71	\$ 115.59
Analyst I	874-1, 874-4, 874-7	\$ 86.77	\$ 72.31	\$ 89.37	\$ 74.48	\$ 92.05	\$ 76.71	\$ 94.81	\$ 79.01	\$ 97.66	\$ 81.38
Analyst II	874-1, 874-4, 874-7	\$ 130.88	\$ 109.07	\$ 134.81	\$ 112.34	\$ 138.85	\$ 115.71	\$ 143.02	\$ 119.18	\$ 147.31	\$ 122.76
Analyst III	874-1, 874-4, 874-7	\$ 145.19	\$ 120.99	\$ 149.54	\$ 124.62	\$ 154.03	\$ 128.36	\$ 158.65	\$ 132.21	\$ 163.41	\$ 136.18
Analyst IV	874-1, 874-4, 874-7	\$ 179.21	\$ 149.34	\$ 184.59	\$ 153.82	\$ 190.12	\$ 158.43	\$ 195.83	\$ 163.19	\$ 201.70	\$ 168.08
Source Analyst I	874-1, 874-4, 874-7	\$ 149.65	\$ 124.71	\$ 154.14	\$ 128.45	\$ 158.76	\$ 132.31	\$ 163.53	\$ 136.28	\$ 168.43	\$ 140.36
Source Analyst II	874-1, 874-4, 874-7	\$ 164.61	\$ 137.19	\$ 169.55	\$ 141.30	\$ 174.64	\$ 145.54	\$ 179.88	\$ 149.91	\$ 185.28	\$ 154.40
Subject Matter Expert I	874-1, 874-4, 874-7	\$ 177.43	\$ 147.86	\$ 182.75	\$ 152.29	\$ 188.23	\$ 156.86	\$ 193.88	\$ 161.57	\$ 199.70	\$ 166.41
Subject Matter Expert II	874-1, 874-4, 874-7	\$ 210.06	\$ 175.05	\$ 216.36	\$ 180.30	\$ 222.85	\$ 185.71	\$ 229.54	\$ 191.28	\$ 236.42	\$ 197.02
Subject Matter Expert III	874-1, 874-4, 874-7	\$ 236.15	\$ 196.79	\$ 243.23	\$ 202.70	\$ 250.53	\$ 208.78	\$ 258.05	\$ 215.04	\$ 265.79	\$ 221.49